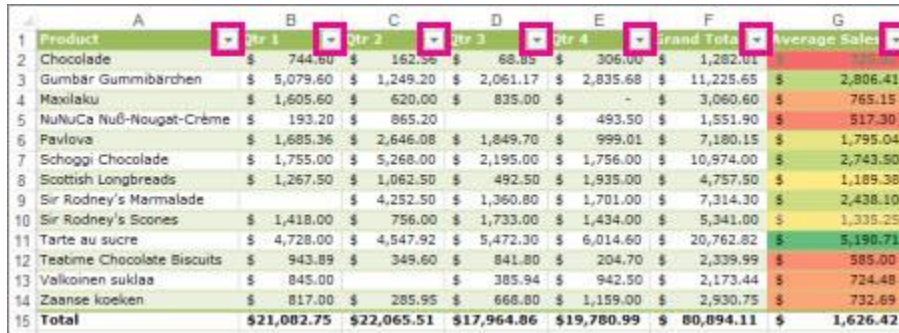



## Filter data in an Excel table

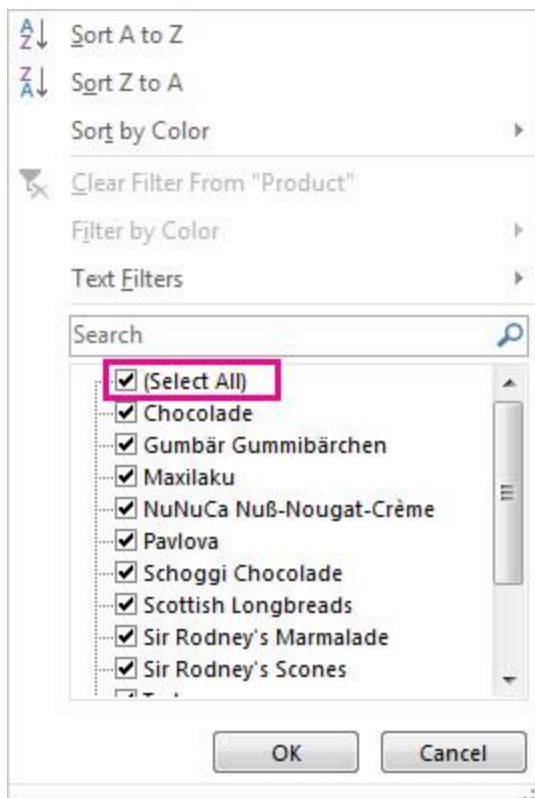
When you put your data in a table, filtering controls are added to the table headers automatically.



	A	B	C	D	E	F	G
1	Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Grand Total	Average Sales
2	Chocolade	\$ 744.60	\$ 162.50	\$ 68.85	\$ 306.00	\$ 1,282.01	\$ 744.60
3	Gumbär Gummibärchen	\$ 5,079.60	\$ 1,249.20	\$ 2,061.17	\$ 2,835.68	\$ 11,225.65	\$ 2,806.41
4	Maxilaku	\$ 1,605.60	\$ 620.00	\$ 835.00	\$ -	\$ 3,060.60	\$ 765.15
5	NuNuCa Nuß-Nougat-Crème	\$ 193.20	\$ 865.20		\$ 493.50	\$ 1,551.90	\$ 517.30
6	Pavlova	\$ 1,685.36	\$ 2,646.08	\$ 1,849.70	\$ 999.01	\$ 7,180.15	\$ 1,795.04
7	Schoggi Chocolate	\$ 1,755.00	\$ 5,268.00	\$ 2,195.00	\$ 1,756.00	\$ 10,974.00	\$ 2,743.50
8	Scottish Longbreads	\$ 1,267.50	\$ 1,062.50	\$ 492.50	\$ 1,935.00	\$ 4,757.50	\$ 1,189.38
9	Sir Rodney's Marmalade		\$ 4,252.50	\$ 1,360.80	\$ 1,701.00	\$ 7,314.30	\$ 2,438.10
10	Sir Rodney's Scones	\$ 1,418.00	\$ 756.00	\$ 1,733.00	\$ 1,434.00	\$ 5,341.00	\$ 1,335.25
11	Tarte au sucre	\$ 4,728.00	\$ 4,547.92	\$ 5,472.30	\$ 6,014.60	\$ 20,762.82	\$ 5,190.71
12	Teatime Chocolate Biscuits	\$ 943.89	\$ 349.60	\$ 841.80	\$ 204.70	\$ 2,339.99	\$ 585.00
13	Valkoinen suklaa	\$ 845.00		\$ 385.94	\$ 942.50	\$ 2,173.44	\$ 724.48
14	Zaanse koeken	\$ 817.00	\$ 285.95	\$ 668.80	\$ 1,159.00	\$ 2,930.75	\$ 732.69
15	<b>Total</b>	<b>\$21,082.75</b>	<b>\$22,065.51</b>	<b>\$17,964.86</b>	<b>\$19,780.99</b>	<b>\$ 80,894.11</b>	<b>\$ 1,626.42</b>


For quick filtering, do this:

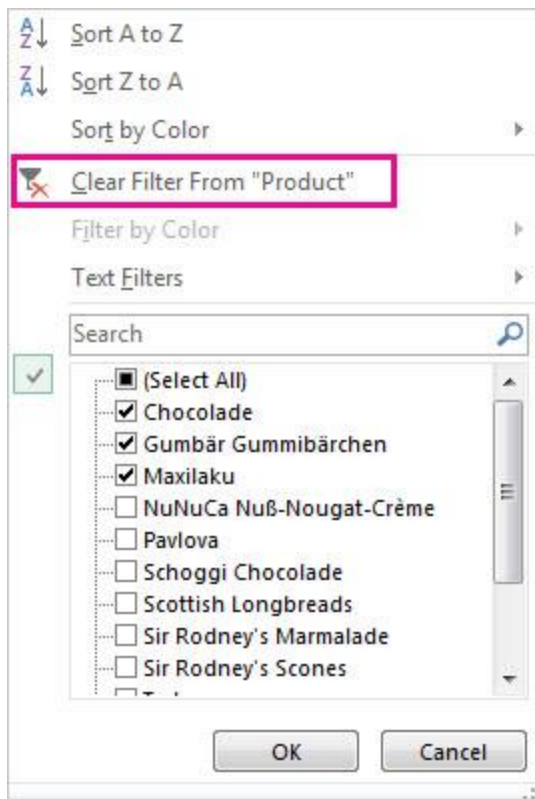
1. Click the arrow  in the table header of the column you want to filter.
2. In the list of text or numbers, uncheck the **(Select All)** box at the top of the list, and then check the boxes of the items you want to show in your table.




**TIP** To see more items in the list, drag the handle in the bottom-right corner of the filter gallery to enlarge it.

3. Click **OK**.

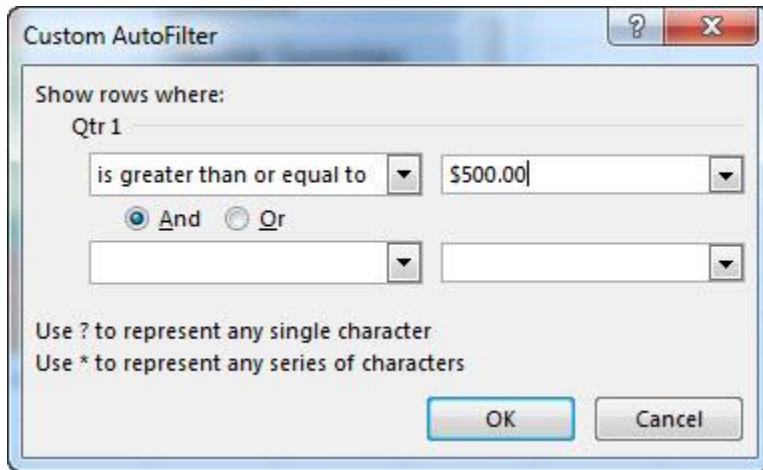
The filtering arrow in the table header changes to this icon  to indicate a filter is applied. Click it to change or clear the filter.



### Filter by specific text or numbers

1. Click the arrow  in the table header of the column you want to filter.
2. If the column has numbers, click **Number Filters**. If the column has text entries, click **Text Filters**.
3. Pick the filtering option you want, and then enter your filtering conditions.


For example, to show numbers above a certain amount, pick **Greater Than Or Equal To**, and then enter the number you have in mind in the adjacent box.

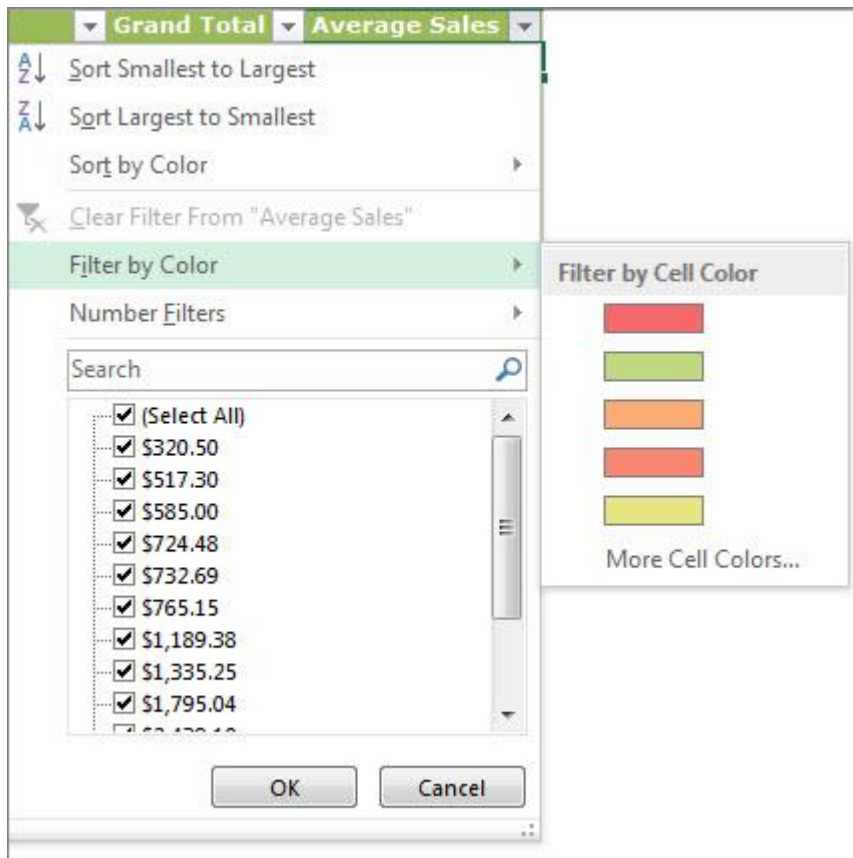


To filter by two conditions, enter filtering conditions in both sets of boxes, and pick **And** for both conditions to be true, and **Or** for either of the conditions to be true.

## Filter items by color

If you've applied different cell or font colors or a conditional format, you can filter by the colors or icons that are shown in your table.

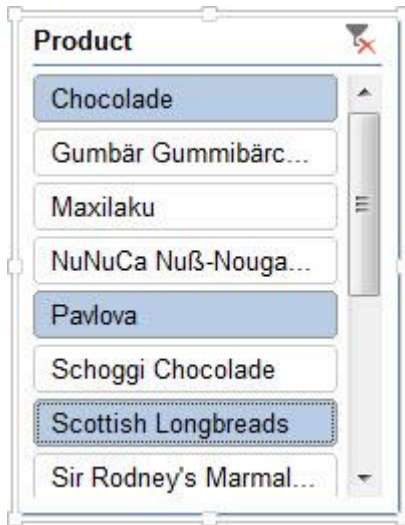
1. Click the arrow  in the table header of the column that has color formatting or conditional formatting applied.
2. Click **Filter by Color** and then pick the cell color, font color, or icon you want to filter by.



The types of color options you'll have available depend on the types of format you have applied.

## Create a slicer to filter your table data

In Excel 2010, slicers were added as a new way to filter PivotTable data. In Excel 2013, you can also create slicers to filter your table data. A slicer is really useful because it clearly indicates what data is shown in your table after you filter your data.

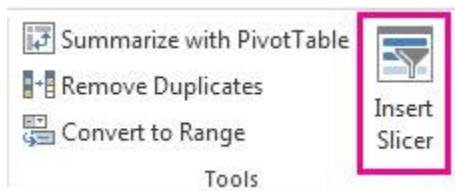


Here's how you can create one to filter your data:

1. Click anywhere in the table to show the **Table Tools** on the ribbon.



2. Click **Design > Insert Slicer**.



3. In the **Insert Slicers** dialog box, check the boxes you want to create slicers for.
4. Click **OK**.

A slicer appears for each table header you checked in the **Insert Slicers** dialog box.

5. In each slicer, click the items you want to show in your table.

To choose more than one item, hold down Ctrl, and then pick the items you want to show.

**TIP** To change how the slicers look, click the slicer to show the **Slicer Tools** on the ribbon, and then apply a slicer style or change settings on the **Options** tab.